

Name

# WHAT TO SEND

Please fill in a checklist for each person, company or trust

- ✓ Tick **YES** if you've sent us the details [email us PDF files]
- ✓ Tick **NO** if not applicable
- ✓ Tick **XERO** if your details are correct in xero



## STATEMENTS

Bank statement showing the balance on 31-Mar-19 (for each account) *or the full years bank statements if you don't use xero with bank feeds*

Business credit card statement showing the balance on 31-Mar-19

Loan statements from 1-Apr-18 to 31-Mar-19 (for each loan)

Annual-Loan-Summary showing the total interest & principal payments *BNZ calls this 'Your annual loan progress update'*

Statements for new loans, hire-purchases & leases

Withholding Tax Certificates (showing Gross Interest earned & RWT deducted)

<input type="radio"/> YES	
<input type="radio"/> YES	<input type="radio"/> NO
<input type="radio"/> YES	<input type="radio"/> NO
<input type="radio"/> YES	<input type="radio"/> NO
<input type="radio"/> YES	<input type="radio"/> NO
<input type="radio"/> YES	<input type="radio"/> NO

## OWING & OWED

Receivables at 31-Mar-19 (debtors list showing how much customers owe you)

Payables at 31-Mar-19 (creditors list of bills you need to pay)

Bank reconciliation at 31-Mar-19 (for each account if not using xero)

<input type="radio"/> XERO	<input type="radio"/> YES	<input type="radio"/> NO
<input type="radio"/> XERO	<input type="radio"/> YES	<input type="radio"/> NO
<input type="radio"/> XERO	<input type="radio"/> YES	<input type="radio"/> NO

## IRD RETURNS

GST return detailed calculations from 1-Apr-18 to 31-Mar-19 (if not using xero)

Fringe Benefit Tax returns and calculation sheets from 1-Apr-18 to 31-Mar-19

31-Mar-19 holiday-pay & bonuses paid between 1-Apr-19 and 2-Jun-19

<input type="radio"/> XERO	<input type="radio"/> YES	<input type="radio"/> NO
	<input type="radio"/> YES	<input type="radio"/> NO
	<input type="radio"/> YES	<input type="radio"/> NO

## INVOICES

Invoices for Customs / GST on importation (if you'd like us to check them @ extra cost)

Invoices & settlement-statements from Lawyers, Solicitors, Real Estate agents

Invoices for assets, computer costs or repairs costing more than \$500

Invoices for prepaid expenses, prepaid sales & refundable customer deposits

<input type="radio"/> XERO	<input type="radio"/> YES	<input type="radio"/> NO
<input type="radio"/> XERO	<input type="radio"/> YES	<input type="radio"/> NO
<input type="radio"/> XERO	<input type="radio"/> YES	<input type="radio"/> NO
	<input type="radio"/> YES	<input type="radio"/> NO

## STOCK & WIP / UNBILLED WORK

Stock, Work-in-progress, Goods in Transit on 31-Mar-19 (excluding GST)  
*Give us the lowest price of what you paid or what you can sell it for*

List of stock taken for own use or given to employees  
*if not already recorded in Xero*

<input type="radio"/> YES	<input type="radio"/> NO
<input type="radio"/> YES	<input type="radio"/> NO

## TAX CERTIFICATES

Income Protection certificate & letters  
Dividend Statements & PIE Tax statements (including Kiwisaver)  
Entrust Dividend Statement & Tax Deduction Certificate (power)  
Term Deposit statements & letters from 1-Apr-18 to 31-Mar-19  
Investment statements (including Foreign Investments, Kiwisaver & PIE's)  
Overseas bank statements, superannuation schemes & pension funds details  
Foreign superannuation scheme withdrawals or transfers  
FIF calculations & Foreign Investment market values at 31-Mar-19  
Statements from your Property Manager from 1-Apr-18 to 31-Mar-19  
Details of income from boarders, trusts, royalties, honorariums, currency gains  
Tax receipts for donations made by your company

YES NO  
YES NO  
YES NO  
YES NO  
YES NO  
YES NO  
YES NO  
YES NO  
YES NO  
YES NO  
YES NO

## OTHER

The amount of unbanked sales, petty cash, till float on 31-Mar-19  
List of income or expenses not in xero or business account (cash jobs, unbilled work etc)  
List of Home Office expenses paid personally & percentage which is business  
The percentage you use your vehicle for business (current logbook %)  
For mileage claims, how many business kilometres? Is car petrol, electric or hybrid?  
Number of days your company vehicle was unavailable (out of town)  
Number of personal days taken on business trips. Family travel with you?  
Number of days rental-property unavailable and/or used by you, family & friends  
Should we adjust any other claims for private use (eg personal phone calls)?

YES NO  
YES NO  
YES NO  
YES NO  
YES NO  
YES NO  
YES NO  
YES NO  
YES NO

## GIFTS

Gift Deeds

YES NO

## NOT USING XERO?

Email us your Trial Balance & detailed General Ledger, in both **PDF & Excel** formats  
(Optional - [also](#) email us your backup file, password and software version number)

YES NO

## SOLD PROPERTY?

Email us the legal statements, sale+purchase agreements & IR833  
if you received income from any taxable property sales or disposals

YES NO

## ANYTHING ELSE ...

Anything else you need to tell us about?  
*Assets no longer owned, paying off a new phone on your monthly bill etc*

YES NO